



ADMINISTRATIVE NOTES

Newsletter of the Federal Depository Library Program

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Acquisitions and Classification Section Chief Appointed: Earl W. Lewter, Jr.

On August 27, 1989, Earl W. Lewter, Jr. was appointed Chief of the Acquisitions and Classification Section. His selection completes the reorganization of the classification and acquisitions functions into a new unit. This reorganization was outlined in Administrative Notes, vol. 10, #12, 6/15/89, page 2.

Mr. Lewter has been employed by the Government Printing Office for more than sixteen years. He brings valuable experience to this supervisory position, having been a classifier himself for more than six years. As a supervisor for the past seven years, he has overseen the assignment of item numbers and development of item surveys. Recently, he has been acting supervisor of the Acquisitions Unit.

As Chief, his primary responsibilities include overseeing the complex process of acquiring and classifying government documents for depository shipments. He deals easily and effectively with people and is a valuable asset to the supervisory team of the Library Programs Service.



The Acquisitions Process at GPO Library Programs Service

By Sheila McGarr

Chief, Depository Administration Branch
Library Programs Service, U.S. G.P.O.

[Note: This article is based on a presentation made by Sheila McGarr at the 1989 Spring Meeting of the Depository Library Council. It also appears (in a more complete version with examples) in Vol. 17, No. 3 of Documents to the People.]

The Government Printing Office (GPO) is a organization of over 5000 employees headed by the Public Printer. The Joint Committee on Printing (JCP) of the United States Congress has oversight over the GPO.

Within GPO, there are five operational areas, each headed by an Assistant Public Printer. The Superintendent of Documents (SuDocs) is one of the Assistant Public Printers. Under the Superintendent of Documents there are two major organizations, the Documents Sales Service and the Library Programs Service (LPS). The Sales Service is responsible for sale of documents through the Documents Sales Program, distribution of publications through the By-law Program, and distribution performed for other Federal organizations under the Reimbursable Program. LPS is responsible for administration and operation of the Depository Library Program and the Cataloging and Indexing Program, and as well as the distribution component of the International Exchange Service (IES) Program.

In order to acquire publications for depository, sales, IES, and by-law distribution, organizations within SuDocs must coordinate with several other organizations in GPO, including: the Customer Service Department and the Office of Congressional Printing Management (which deal directly with agency and Congressional printing requests), and the Printing Procurement Department and Quality Control and Technical Department (which assist in microfiche procurement).

LPS contains a Library Division and a Depository Distribution Division. Within the Library Division, the Acquisitions/Classification Section is under the purview of the Depository Administration Branch.

Depository libraries use information provided by the List of Classes, the Union List of Item Selections, and item cards to identify material they wish to receive. When a library selects an individual item, it is placing a "standing order" for all publications which will be distributed under that item number during the fiscal year.

When the surveys or Amendment of Selection postal cards are received by LPS, the information is entered into the Depository Distribution Information System (DDIS). A number of hard copy reports are generated from DDIS, such as the Item Control Book and the List of Classes. These products are used by the Requisition Section of the

Customer Service Department and by the Acquisitions/Classification Section to identify publications that should be sent to depository libraries, their format, and the quantity of depository copies needed.

The acquisitions process itself is complex and decentralized. It consists of two distinct phases: ordering and receiving.

The primary mechanisms for ordering publications for depository distribution are GPO Form 3868, "Notification of Intent to Publish" and/or Standard Form 1 (SF-1), "Printing and Binding Requisition". Depository order quantities recorded on either or both of these forms are incorporated into the jacket information, which serves as authoritative information for both procured and in-house printing.

The purpose of Form 3868 is to provide the Superintendent of Documents with advance notice of publications in order for decisions to be made on the number of depository and sales copies GPO should order. When properly completed, it describes the publication and its intended audience in enough detail for SuDocs staff to determine whether or not the publication should be in the Sales and/or Depository Library Programs, and if so, how many copies should be ordered.

Ideally, the publishing agency should complete the form and submit it to the Superintendent of Documents prior to submitting an SF-1 to GPO. This advance notice allows sufficient time for any research to be done, so that when the SF-1 is submitted, it is not delayed by having to determine depository and sales counts.

Form 3868 can follow one of two processing paths, depending on whether the printing will be done through GPO headquarters or one of GPO's Regional Printing Procurement Offices (RPPO).

For printing jobs done through GPO headquarters, agencies should submit Form 3868 to the Superintendent of Documents 30 days in advance of submitting the actual printing requisition. Documents Sales Service staff review the forms to determine if the publication warrants inclusion in the Sales program, and if so, the number of copies to be ordered. Sales then forwards the 3868s to the Customer Service Requisition Desk, where staff determine if the publications belong in the Depository Library Program, and if so, the item numbers and associated order quantity.

Printing jobs submitted through GPO's RPPOs are seldom preceded by an agency-completed 3868; instead GPO staff complete the form after the agency has submitted an SF-1, using information provided on the SF-1. The RPPO then faxes the 3868 to the Acquisition/Classification Section of LPS. Staff of the Acquisition/Classification Section review the 3868 and insert the depository item number and order count. They also transmit a copy of the 3868 to the Sales Service for their review. After the Acquisition/Classification Section personnel receive the results of the sales review, they

fax both the Sales and depository library quantities back to the RPPO.

Regardless of which processing route the Form 3868 takes, there are problems with relying on them to determine whether or not a publication should be ordered for depository distribution, and, if so, the correct item number and order quantity. The forms are often incomplete and/or illegible, requiring GPO to contact staff of the RPPO and/or publishing agency for clarification and/or additional information. Even then, decisions may be made based on inadequate or erroneous information.

Incorrect decisions have two primary consequences: a publication which should be distributed to depository libraries is not ordered at all; or a quantity which does not match the needs of depository libraries is ordered, based on an incorrect item number. If LPS receives more publications than are needed for depository distribution, the ordering inaccuracy has no impact on depository libraries. However, if LPS receives fewer copies than are needed for depository distribution, this may impact depositories as discussed in a later section of this article.

Agencies initiate an actual printing request by completing an SF-1 and submitting it to GPO. The SF-1 records printing and binding specifications, and is accompanied by a manuscript, camera-ready copy, offset negatives, magnetic tape, etc., of the publication. The agency should also indicate if an associated 3868 was completed by attaching a copy to the SF-1.

As with Form 3868, SF-1s may take two processing paths, depending on whether the publication is produced through GPO headquarters or through one of GPO's RPPOs.

For publications produced through GPO headquarters, the SF-1 is often submitted in advance to Customer Service Department. The SF-1 is processed by agency liaisons/account representatives who are responsible for overseeing the job, and who assist agencies with the printing of their documents. These agency liaisons are printing specialists who provide technical expertise regarding typefaces, paper, etc., but the specifications are the result of agency decisions.

After the SF-1s have been finalized by the account representatives, the SF-1s and the associated manuscript, etc. are forwarded to the Requisitions Staff, along with the 3868 if one had been submitted. If a Form 3868 had been submitted, then the Requisition Staff already has depository and sales order counts. If a Form 3868 had not been previously submitted, then they must determine the depository item number and order quantity. If they are in doubt about any depository information, the Requisition staff contact a Acquisition/Classification Section specialist for assistance.

For SF-1s submitted to GPO's RPPOs, staff of the RPPO complete a 3868 and fax the information to the Acquisitions/Classification Section, as described earlier.

After assembling all the pertinent information, GPO decides whether the printing job should be done in-house or contracted out to a commercial firm, and prepares a jacket. A "jacket" (a numerical job identifier), consisting of the manuscript, SF-1, and an informational envelope, is created and given a five-or six digit jacket number.

The envelope itself is the only source of complete information about printing the publications, such as how many copies were ordered for sale, depository libraries, and the item number. The jacket number is also the five or six digit number found in the GPO imprint at the end of a text.

If the printing will be contracted to a commercial firm or printed in-house information such as total quantity ordered, status of galley proofs, delivery date, etc., is entered into the Procurement Information and Control System (PICS). Using PICS, staff can determine the status of a specific publication only if they know the jacket number. The system does not record either the title of the publication, the depository item number or the depository order quantity.

Once printed, depository publications are delivered to a dedicated receiving dock in Jackson Alley at GPO headquarters. It is a common misconception that depository and sales copies are delivered to the same location and then separated; however this is not the case.

Briefly, after LPS receives bulk stock, it is counted, and classified, and the correct item number and distribution quantity is determined from the classification number. If all goes well, the item number determined as a result of the classification process is identical to that used for ordering the publications (so that the order quantities match), and LPS has received the quantity that was ordered. Shipping lists are typed and the publications are distributed through the Lighted Bin System. As the last step in processing, the documents are cataloged.

The above description of the acquisition process is applicable to individually printed agency published hard copy documents. There are additional ways in which LPS acquires other types of documents. There is a separate procedure for acquiring Congressional publications, a separate procedure for acquiring publications which are procured via term contracts and direct deal term contracts, and several variations on an additional acquisition cycle to obtain microfiche copies of publications which LPS receives in hard copy. Each of these additional acquisition mechanisms is at least as complex, if not more so, as the one already described. Taken together, one begins to appreciate the enormity of the acquisitions process, and the many opportunities for human error in a basically manual, labor intensive workflow.

Given the complexity of depository acquisition, including a complicated manual workflow and the number of organizations which may be involved, any number of problems may arise during the course of acquiring a given publication. In fact, many

do arise, and are not apparent to depository libraries. However, depository libraries are acutely aware of shortages (rainchecks) and non-receipts (publications not distributed to them).

Shortages occur when LPS receives fewer copies than are required for complete depository distribution. They can be characterized into two groups: ordering errors and production errors.

Ordering errors arise when a publication printed through GPO is not recognized as a depository item, and no depository copies are ordered. Additionally, a publication may be ordered under a different item number than that subsequently derived after the publication has been classified. For "mixed" item numbers (when the format can be either paper or microfiche depending on the physical characteristics), two hard copies may be ordered for microfiche conversion, only for LPS to find out after the document has been delivered that it is not ficheable. For direct deal term contracts, agencies may use an outdated order quantity.

Production errors cause LPS to receive fewer usable copies than were ordered. The printer may have delivered fewer than were ordered, or the printer may have delivered the requisite quantity, but defects in some or all of the publications render a portion of the publications unusable.

A publication is considered a non-receipt when no copies at all are provided to the Depository Library Program even though the publication is "within scope." Non-receipts can be due to ordering errors (as described above), but the bulk occur when agencies do not print their material through GPO and do not provide the Program with depository copies as required by Title 44, United States Code. These are the so-called fugitive publications.

When LPS discovers a shortage or a non-receipt, specific action is taken depending on whether or not the publication was printed through GPO, the magnitude of the shortage, and the suitability of converting the publication to microfiche. This action involves two separate decisions: when to distribute and how to obtain additional stock.

When a shortage arises, LPS can either distribute the stock on hand and issue rainchecks, or delay distribution of any copies until the necessary quantity for full distribution is on hand. This decision is based on the magnitude of the shortage: if a shortage is substantial (over 300 copies), LPS will delay distribution. If the shortage is less severe, then the publication is distributed as a rainchecked item. Thus, in the first case, the shortage may be evident to depository libraries as a delayed distribution.

LPS activities to acquire copies for depository distribution are varied, depending primarily on whether or not the publication was printed through GPO, and whether or not the shortage was due to an ordering error or a production error.

Production errors, such as delivery shortages and printing or binding defects, when discovered, are documented by completing Form 1815, Notice of Quality Defect. Obtaining stock for printing contracted through GPO is the responsibility of the Customer Service Department and/or Contracting Officer, who must enforce contractor compliance with the terms of the contract specifications. If the shortage or defect involves publications printed in-house by GPO, LPS will obtain additional stock through internal mechanisms.

When fewer publications than necessary were ordered, LPS must obtain additional copies through other means (see Figure 1). If the publication was printed through GPO, LPS requests additional copies from Documents Sales Service if the document is in the Sales Program. If Sales cannot supply LPS with the necessary stock, or if the publication is not a sales item, LPS informs appropriate personnel in GPO's Customer Service Department by forwarding a Publication Alert Form. The Account Representative attempts to obtain additional copies from the publishing agency. If copies cannot be obtained from the publishing agency, staff of the Acquisitions/Classification Section initiate procedures to reprint the publication by completing an SF-1.

If the publication was not printed by GPO, LPS requests additional copies from the publishing agency, by sending a Publication Request form and simultaneously notifies the Joint Committee on Printing that the request is being made. If the agency subsequently fails to provide the depository copies requested by LPS, the Joint Committee on Printing is so informed.

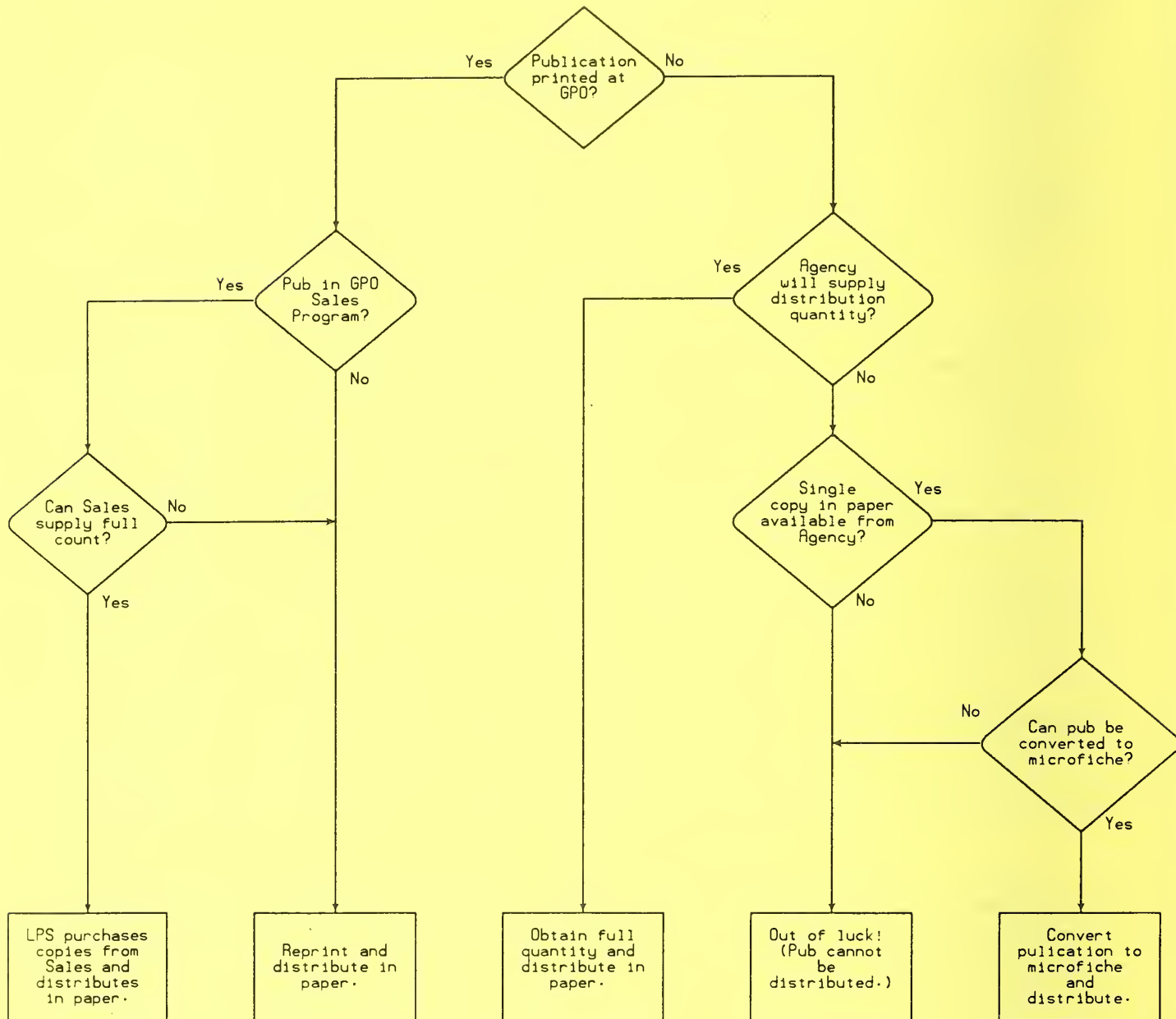
In cases where the agency cannot supply the requisite quantity of paper copies, LPS routinely attempts to obtain at least one paper copy to evaluate the suitability of the title for distribution in microfiche. If the physical format is conducive to fiche, the document is converted to microfiche and distributed to depositories in that format. If, however, the document cannot be microfiched, no distribution will be made to depository libraries, since GPO cannot use appropriated funds to go back to press for agency produced publications. The results of LPS attempts to obtain these "fugitive documents" are reported in the "Whatever Happened to...?" column in Administrative Notes.

The foregoing description of the acquisition process from initial order to receipt and distribution, including procedures used to obtain non-receipt and shortage stock, serves to put the acquisition of depository publications in perspective. If the description seems difficult to understand, it is because the process itself is complex. This article does not begin to touch upon the "other" acquisition procedures -- those used for Congressional publications, publications printed using term and direct-deal contracts, microfiche, and cooperative distributions such as those done jointly by GPO and the USGS, the Defense Mapping Agency, the National Ocean Service, or the Department of Energy.



Figure 1

Procedure for Acquiring Depository Stock When a Non-receipt or Shortage Occurs



Update on the EEOC Case Decisions

[This article updates information on EEOC Case Decisions which appeared in Administrative Notes, Vol. 9, #20, 11/88, p. 11.]

During FY 1988 and 1989, EEOC Case Decisions were supplied to depository libraries selecting item number 1059-A-02 under a contract between the Equal Employment Opportunity Commission (EEOC) and its contractor, Information Handling Services (IHS). EEOC paid for the duplication and shipment of the diazo microfiche for depositories out of its budget.

The previous EEOC/IHS contract expired in June 1989. In the new EEOC/IHS contract, effective August 1989, the EEOC Case Decisions are being supplied only to paid subscribers. As EEOC lacks funds to continue paying for distribution of this information out of its budget, EEOC directed IHS to suspend shipments to depository libraries.

Representatives from EEOC and staff of the Joint Committee on Printing have agreed that IHS will supply second generation silver reproducible microfiche to the Library Programs Service (LPS) effective October 1989. In turn, LPS will use an existing microfiche contract to duplicate diazos and mail the microfiche to depositories. As LPS will use IHS-produced silver masters, no SuDocs numbers will appear on the fiche.

The printed Subject index, developed by Information Handling Services, is a copyrighted product and is not a government publication according to the definition in Title 44, United States Code. The other fiche indexes are public domain material. Those libraries desiring the printed Subject Index must purchase it from Information Handling Services.



National Wetlands Inventory Microfiche Delays

In 1986, the Library Programs Service (LPS) announced the availability in microfiche of the National Wetlands Inventory (item numbers 0611-W-01 through 53, SuDocs stem I 49.6/7-2;) from the U. S. Fish and Wildlife Service. LPS has not yet shipped any of this material, a fact unrelated to the microfiche contract default of August 1987.

For some years, the U. S. Fish and Wildlife Service (USFWS) shipped its maps from its office in St. Petersburg, Florida, to the U. S. Geological Survey (USGS) photolab in Reston, Virginia. USGS filmed one silver master microfilm roll of the National Wetlands Inventory and then sent its master to the National Archives photolab for reproduction of several second generation silver reproducible rollfilms. A copy of the second generation rollfilm was sent to the USGS EROS Data Center in Sioux Falls, South Dakota for diazo duplication. EROS, in turn, contracted out the diazo duplication.

To provide for depository access to National Wetlands Inventory maps already converted to microfiche, but without SuDocs class numbers in the headers, LPS has agreed to accept a copy of the existing silver reproducibles cut to 4 x 6 inches. Upon receipt of the fiche in Washington, DC, LPS would use an existing microfiche contract to duplicate the diazos and ship to selecting libraries. However, the EROS contractor has failed thus far to supply the microfiche to LPS. USGS has been alerted and is monitoring the problem.

In the meantime, new National Wetlands Inventory maps have been prepared but have not been microfilmed. Instead of using its own photolab, USGS will deliver the maps to the National Archives photolab for microfilming. For the new maps, SuDocs numbers will appear on the headers. The National Archives will then supply LPS with silver reproducible microfiche. Under this arrangement, LPS uses an existing microfiche contract for diazo duplication and subsequent mailing. Temporarily, the National Archives photolab lacks the titling equipment to produce the text for the microfiche headers.

LPS eagerly awaits receipt of the silver reproducibles so that depositories may receive the National Wetlands Inventory at long last.



Congressional Serial Set Catalog Survey Results

At the direction of the Congressional Serial Set Committee early in 1989, the Government Printing Office conducted a survey of recipients of the United States Congressional Serial Set Catalog for the 98th Congress. The survey was designed in consultation with the members of the Committee and mailed by GPO in early April. The deadline for responses was May 19, 1989. All depository libraries and all purchasers were surveyed, for a total of 1,415 survey packages mailed. By the deadline 599 surveys, or 42.3 percent, had been returned to GPO.

In general, the results indicate that users approve of the format used for the 98th Congress Catalog, but that usage is rather low. Only one-third of the respondents report using the Catalog for reference purposes twice a month or more, and even fewer, 11.5%, report technical services Catalog usage of twice a month or more. A number of the written comments related to the low usage theme. Several respondents noted the brief time the Catalog has been in their libraries as an impediment to greater familiarity and usage, while others were unaware of its existence. On the third question, 420 respondents considered their usage to be low, a term which was intentionally left undefined. Of these, 63.3 percent indicated they used other sources for this information. In the comments, Congressional Information Service (CIS) and Autographics products were the only others specifically named.

Users gave a favorable rating to the overall utility of the current Catalog format, as well as to the usefulness of its individual features. The two features rated most useful were the Numerical List and the Subject Index. Of all the access points and indexes, the two rated as least useful were the Series/Report Index and the Bill Number Index. Only one respondent commented that expanding the Bill Number Index to include all legislation about which a report had been issued would increase the utility of the index.

Concerning the proposals in question 6, the respondents agreed that the Catalog should remain in the format used for the 98th Congress, and disagreed with the concept of reverting to the Numerical List and Schedule of Volumes format. There were also numerous comments expressing concern over the many changes in this product over the last three Congresses, and urging that the Catalog's format be stabilized. There was also agreement, although it was not pronounced, with the concept of producing a multi-Congress cumulation, but based on the comments, this was generally viewed as a potential CD-ROM application. Users strongly supported the compilation of a Numerical List for the 97th Congress, again demonstrating the great approval of this feature.

The remaining questions were of a "housekeeping" nature. Question 7 emphasized the small number of Catalog sales. At the time of mailing, only 35 copies had been sold, a large proportion of which were sold to a single Federal publications jobber.

Given the small customer base for the Catalog, its continuation in the GPO Sales Program may have to be reexamined.

On the 10th question, 470, or 83.6 percent, of the respondents indicated that their depository received the Congressional Serial Set. These 470 respondents are among the 380 depositories that receive the Serial Set in paper and the 669 that receive it in microfiche. Several of the librarians who receive the Serial Set in microfiche commented that they arrange their collection by report or document number, rather than Serial Set volume number, and therefore felt the Catalog was largely superfluous. There was no real consensus on question 11, which concerned the method of distribution of the Catalog to depositories.

Question 12 invited comments or suggestions, and 204 respondents provided written comments. These reflect several recurring themes, including:

- Many responses that the respondent had not had the Catalog long enough or used it enough to properly evaluate it. Of these, several felt the Catalog would be useful to other libraries.
- Various format issues; e.g., that a cumulation be issued in CD-ROM, that the Catalog be printed on acid-free paper, and that few, if any, wanted the Catalog in microfiche.
- The assignment of a lower utility rating to the bibliographic entries in AACR2 format, indicating that these not be repeated from the Monthly Catalog. These respondents commented that the Catalog could be reduced in size and cost by omitting the bibliographic entries while retaining all of the indexes.
- The widespread use of CIS products was noted.
- Numerous comments on timeliness; i.e., that the Catalog should be available much sooner following the adjournment of a Congress.

These comments demonstrate a real need for an educational effort to raise the awareness of the librarians about the Serial Set and the Catalog. Many respondents did not know they had received the Catalog, or were unaware of its uses. The timeliness issue, the relationship of this Catalog to the Monthly Catalog of U.S. Government Publications, and the transition from previous formats were all the subjects of misconception.

This report was presented and discussed at the July 27, 1989, meeting of the Congressional Serial Set Committee. Based on the findings, the following recommendations were endorsed by the Committee.

- 1. The Serial Set Catalog format and its features should continue that used for the 98th Congress.
- 2. No additional enhancements of the Bill Number Index should be undertaken.
- 3. A Numerical List for the 97th Congress should be prepared and issued.
- 4. An educational article explaining the Serial Set and the Catalog should be prepared and disseminated.
- 5. Preparation of a cumulative, multi-Congress Catalog should be postponed until it can be issued in a more useful and economical format than either hard copy or microfiche.
- 6. The Catalog should continue to be distributed attached to the Monthly Catalog item number.



UNITED STATES CONGRESSIONAL SERIAL SET CATALOG REFERENCE USER SURVEY

1. How frequently is the United States Congressional Serial Set Catalog (GP 3.34:983-84) used for reference purposes? (Select most appropriate frequency)

<u>%</u>	<u>Freq</u>	
3.4%	19	a. Once or more per day
6.8%	38	b. Once every three days
12.5%	69	c. Once a week
10.1%	56	d. Twice a month
16.3%	90	e. Once a month
15.4%	85	f. Once a quarter
8.7%	48	g. Twice per year
5.6%	31	h. Once per year
20.8%	115	i. Less than once per year

2. How frequently is the Serial Set Catalog used for technical services purposes? (Select frequency from above list)

<u>%</u>	<u>Freq</u>	
.5%	3	a. Once or more per day
.9%	5	b. Once every three days
4.8%	26	c. Once a week
5.1%	28	d. Twice a month
9.0%	49	e. Once a month
9.9%	54	f. Once a quarter
6.4%	35	g. Twice per year
9.0%	49	h. Once per year
53.9%	292	i. Less than once per year

3. If you rated use of the Serial Set Catalog as low, indicate the major reason:

<u>%</u>	<u>Freq</u>	
35.5%	149	a. No requirement for the information
1.2%	5	b. This tool does not meet my needs
63.3%	266	c. Use other sources for this information

4. Rate your overall impression of the utility of the Serial Set Catalog format?

<u>%</u>	<u>Freq</u>	
16.8%	89	a. Extremely Useful
37.9%	201	b. Very Useful
28.3%	150	c. Somewhat Useful
14.1%	75	d. Limited Usefulness
26.0%	14	e. Not Useful At All

5. Following is a list of features of the Serial Set Catalog for the 98th Congress. Rate each feature's usefulness on a scale of 1 through 5.

1 - Extremely Useful
2 - Very Useful

3 - Somewhat Useful
4 - Limited Usefulness

5 - Not Useful At All

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>Average</u>	
92	226	140	44	19	2.37	a. User's Guide
124	246	94	38	17	2.19	b. Sample Entry
48	98	124	160	88	3.27	c. Order Form
226	165	83	36	14	1.94	d. Numerical List
166	156	129	56	15	2.23	e. Schedule of Volumes
112	174	119	90	26	2.51	f. Bibliographic entries in AACR2 format
140	175	119	67	23	2.35	g. Author index
178	196	91	46	14	2.09	h. Title index
217	174	83	35	15	1.96	i. Subject index
112	137	142	90	39	2.63	j. Series/Report index
109	170	139	74	25	2.49	k. Bill number index (As presently configured, the Bill Number Index cites only those bills that are named in the title of the reports)

6. The following proposals are to be rated on a scale of 1 through 5.

1 - Strongly Agree
2 - Agree

3 - Neutral
4 - Disagree

5 - Strongly Disagree

<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>Average</u>	
170	172	115	40	25	2.19	a. The <u>Serial Set Catalog</u> should continue in the same format used for the 98th Congress.
62	46	101	193	122	3.51	b. The <u>Serial Set Catalog</u> should revert to the format used for the 96th and earlier Congresses; i.e., the <u>Numerical List and Schedule of Volumes</u> (GP 3.7/2:96/1,2) only.
147	138	109	89	44	2.52	c. The <u>Serial Set Catalog</u> should be cumulated in the future to include multiple Congresses; e.g. combining the 98th through 100th Congresses in one catalog.
238	157	112	10	8	1.84	d. A Numerical List for the 97th Congress should be compiled and made available.

7. Is the Serial Set Catalog purchased or received through the Depository Library Program?

<u>%</u>	<u>Freq</u>	
.8%	4	a. Purchased only (Omit questions 9, 10 and 11)
95.1%	502	b. Depository item only (Omit question 8)
4.2%	22	c. Both purchase and on deposit (Answer all questions)

8. If you purchased the Serial Set Catalog, should it be:

<u>%</u>	<u>Freq</u>	
31.8%	21	a. Priced and sold separately (current procedure)?
16.7%	11	b. Included in the <u>Monthly Catalog</u> subscription service and price?
51.5%	34	c. Both of the above?

9. If you represent a Depository Library, what is your Depository Library Number?
565 Library Numbers Supplied

10. If you represent a Depository Library, do you receive the Congressional Serial Set?

<u>%</u>	<u>Freq</u>	
83.6%	470	a. Yes
16.3%	92	b. No

11. The Serial Set Catalog should be distributed to Depository Libraries:

<u>%</u>	<u>Freq</u>	
35.8%	187	a. Attached to the same depository item number as the <u>Monthly Catalog</u> . (Current procedure)
33.9%	177	b. Under a unique depository item number.
30.2%	158	c. Attached to same item number as the Congressional Serial Set.

12. If you wish to make comments or suggestions concerning the Serial Set Catalog, please use this space:

204 Respondents chose to make comments



Readers Exchange



Northern Kentucky University
Highland Heights, Kentucky 41076

Steely Library--Documents

7-14-89

SHORT NOTE--SHORT TOOT

"Blowing my own horn" is not something which I like to do, but I do like to type. It seems that typing and the composition of a newsletter has very successfully promoted the awareness and use of federal documents in the academic, business, and residential communities my library serves. I have been publishing the monthly 2-page newsletter for about ten years and it has been a good publicity tool.

I use a master and photocopy method to produce 600 copies which are distributed through the campus mail, a mailing list, and as a handout in the library's circulation desk. The newsletter has been well received and is an effective public relations tool for the faculty, staff, and students. The newsletter also goes to local businesses, private and public libraries, and local governmental agencies.

The newsletter mailing list has about 110 entries to which I will add your name and address if interested. Writing can be fun and I enjoy "writing my newsletter" but not "tooting a horn." So, this is just a "short toot." If interested, please write. I'll be glad to hear from you.

Philip A. Yannarella
Documents Librarian



Documents Newsletter

W. Frank Steely Library

Northern Kentucky University

Philip Yannarella
Documents Librarian

No. 113, July 1989

Information For Everyone For Information For Everyone For Information For Everyone For Information For Everyone

CARE IN WRITING AND THE PROPER USE OF ANTI-SNORAGULANTS IS ESSENTIAL BECAUSE TURKEYS CAN'T CLIMB ADMINISTRATIVE LADDERS!..OR, CAN THEY? When I composed this news item, there was something in the news about the fact that, in school, boys had been encouraged to develop strengths in science and math, while girls had been encouraged to develop writing and penmanship so that each would be likely to succeed in life. The news said that this was wrong and that both boys and girls have to be good writers. Quite coincidentally?? at this time, I found a new publication, Disciplined Writing and Career Development, which was issued by the U.S. Foreign Service Institute, Washington, D.C., 1986 (SI.114/3:D63), and says, among other things, that "your precious prose, if it bobbles and struts, is just a turkey." The author also says that writing is not clear when words are understood. Writing is clear when your words "cannot be misunderstood." Are my words ever misunderstood? I think every competent writer must use anti-snoragulants properly to be successful. (Anti-snoragulants are words or phrases that will arouse dozing members of an audience, or regain the attention of those whose thoughts may be wandering. Threats, money offers, and sex-oriented language tend to be anti-snoragulants). "Anti-snoragulant" and "Fuzzify" are Borenwords which also had their (author, James H. Boren, and etymological) beginning in Washington, D.C. Does this mean that if you read Disciplined Writing... and James H. Boren's Fuzzify, you will be a good writer whose readers will stay awake and that your career will include a successful climb up the administrative ladder? P.S. Fuzzify is the correct title of Boren's book. The author's citation of Fussify (which you may remember from last month's newsletter) is incorrect. Happy writing and climbing, but remember, if you are going to keep your readers awake with anti-snoragulants, do it correctly. Or, it is better you let them sleep!

CONSUMER REPORTS AND 99.44% PURE, BUT IS IT SURE (SAFE)? Long, long ago, Proctor & Gamble used to have ads on television selling Ivory soap as a very mild (rather than harsh) soap which would be very good for your skin. I don't know what made the ads say 99.44% rather than 99.99% or 100%. This .56% was their legal safeguard from the claim of 100% purity and from any lawsuit by an individual whose skin reacted adversely to the use of Ivory soap. The Consumer Reports which rates the varied types and brand names of contraceptives tell you a lot about the current contraceptives and how to make a wise decision in their purchase. Not to be outdone, the documents collection will also be a good source of current information about contraceptives. Comparing Contraceptives DHHS Pub. No. (FDA) 89-1123 (HE 20.4010/a:C76/3/989) is a March, 1989 updated edition of a May, 1985 FDA Consumer article. This 1989, six-page publication is a discussion of each of the different types of contraceptives, their use, and effectiveness. This publication includes a "Guide to the Pros and Cons" chart which compare the varied types of contraceptives and their effectiveness. The best are the vasectomy and the tubal ligation for the men and women who have the appropriate anatomical parts for each type of operation. However, the effectiveness of such operations is cited as "over 99%." You notice, the effectiveness is not 100%. If you think this is not important, and I'm being facious (would I be facious???), you should read the bibliographic introduction and citations in Wrongful Life: Birth as the Result of Negligence, January 1970 through September 1988, 627 citations. This National Library of Medicine Current Bibliographies in Medicine no. 88-18 is full of

articles about all the lawsuits and legal ramifications of men and women who, after having vasectomies or tubal ligations, became parents. The bibliography itself is quite helpful but the article by J.R. Botkin, "The Legal Concept of Wrongful Life," JAMA (Journal of the American Medical Association), v. 259, no. 10, March 11, 1988, pages 1541-1545, is quite enlightening for the uninformed. The FDA publication will be available in depository libraries and the NLM current bibliography will also be available in libraries (HE 20.3615/2:88-18) or is available from the Superintendent of Documents for \$2.00 with S/N 817-004-00018-1. The Current Bibliographies in Medicine Series is available from SuDocs on a subscription basis.

YOUR LUCKY STAR Where is the famous star which grants wishes and/or brings good luck?? Maybe its location will be pinpointed after the astronomers, or should I say the "Astrometer" is finished mapping the sky. Astrometry is the branch of astronomy which is concerned with the distances between stars for metrical and navigational purposes. "Astrometry is the metrological basis of all astronomy," so said French astronomer Jean Kovalevshy in the article "Mapping the Sky," by Darrel Mulholland in Mosaic, v. 20, no. 1, Spring 1989, pages 34-44, (NAS 1.29:20/1). Should you thank your lucky stars that I found this (in my documents collection)???

LATEST SCIENTIFIC NEWS: BEAUTY CONTEST, BEAUTY IS NOT SKIN DEEP!!! Foreign to what most people may think, beauty is not (just) skin deep. Beauty is not something superficial which fades with age. Beauty is a scientifically sound quality which is found at the foundations of reality. If you don't believe me, read: Proceedings of the Workshop on High Sensitivity Beauty Physics at Fermilab, November 11-14, 1987. This 1987 publication which came out of the Fermi National Accelerator Laboratory (Batavia, Ill) is quite an informative physics publication but is not inducive to easy mental digestion. I did not get through the Introduction with anymore than knowing there are such concepts as "hadron beauty physics," and "a Beauty Collider Working Group." I think that the competition among these research scientists could be called the "Physicists' Beauty Contest." You can read all about this workshop if you ask for E1.2:B38 which was sent to depository libraries in microfiche (shipment list number 89-295-M).

NEW LABOR SAVING INVENTORY (BAR CODE VS WHITE DOT) TECHNOLOGY Every beekeeper has the laborous task of maintaining all his hives and the bees in them. Is one of the next tax innovations of the IRS to put a head tax on bee hives? Needless to say, it was the lyrics from the song House at Pooh Corner (a song by Loggins and Messina) which relates the fact that Winnie the Pooh works hard counting all the bees in the hive. Why is Winnie counting all the bees in the hive? Maybe he knows something I don't. However, I do have a solution to this bee inventory problem. BAR CODE!! Yes, bar code all the bees. How about a bar code weighing less than 20-millionths of an ounce glued to each bee?? Skeptical? You can read about it: "Can't Tell Your Bees Apart? Bar Code 'Em!" This has been done at the Carl Hayden Bee Research Center by Stephen L. Buchmann and associates. This very short article appears on page 5 of "Year of the Bee," (which is about African killer bees entering the United States) in Agricultural Research, v.37, no. 1, January, 1989, pages 4-6, and 11. Do you think I would kid you about bees and bar codes??? For the die-hard unbeliever, there is even a picture of a bee with a bar code. P.S. You will find the bar code, the bee, and the article under A 77.12:73/1 and A77.12/a:B39 in your local depository library. P.P.S. The bar coding was found to be a better method than painting white dots and (then) numbers on each bee.

THOUGHT OF THE MONTH Some people are so intelligent they can speak on any topic and others don't even need a topic.

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